

SANDY CITY
APPROVED POSITION SPECIFICATIONS

I.	<u>Position Title:</u>	Chief Building Official	<u>Revision Date:</u>	02/16
			<u>EEO Category:</u>	Official/Administrator
			<u>Status:</u>	Exempt (Executive)
			<u>Control No:</u>	30653

II. Summary Statement of Overall Purpose/Goal of Position:

Under direction of the Community Development Director, supervises and directs the activities of the Building and Safety division, acts as city authority on interpretation and enforcement of all building and development codes applying policy directives of the Mayor and City Council.

III. Essential Duties

- Represents the City in any court action or assists attorney in legal opinions.
- Creates testing procedures for special inspections, smoke control, and air systems.
- Directs Board of Appeals for Building Codes.
- Responsible for boarding, abatement, and demolishing dangerous and abandoned buildings.
- Responsible for implementation of state required programs and amendments to all codes.
- Responsible for proper licensure of all contractors.
- Represents Sandy City at state legislature activities involving building regulations.
- Responsible for performing sensitive and delicate inspections often involving angered individuals.
- Responsible for enforcement of ADA regulations.
- Responsible for maintaining good public relations with home builders, architects, engineers, and developers.
- Trains Building Inspectors, Plans Examiners and Code Enforcement Officers.
- Inspects complex buildings and performs quality control inspections.
- Administers the enforcement of all building and construction codes regulating construction of homes and other buildings.
- Responds to field problems with code interpretations and violations.
- Performs counter help with plans and permits.
- Supervises the direct day-to-day activities of division staff.
- Administers general policies and procedures including public relations, preparation of reports, etc., relating to building and inspection activities.
- Administers code enforcement program, regulating land use violations.
- Decision making concerning code concepts and applications.

IV. Marginal Duties

- Prepare Building Department Policies for City adoption.
- Perform plan reviews and inspections.
- Coordinate joint inspections with Planning Department and Building Department staff.
- Complaint investigation.
- Performs other duties as assigned.

V. Qualifications:

Education: Requires two years of college, trade school, or technical college in construction sciences or related field.

Experience: Requires six years direct experience with progressively increasing responsibilities including at least two years supervisory experience. May substitute an equivalent combination of education and experience.

Certifications / Licenses: Requires valid Utah driver's license; requires ICC Certifications as Building Inspector and Plans Examiner.

Probationary Period: A one year probationary period is a prerequisite to this position.

Knowledge of: Correct English usage, spelling, vocabulary, and arithmetic; principles of public relations; all applicable building codes and regulations; general principles of the construction business and construction trades; principles of management and budgeting; principles of zoning and code enforcement.

Responsibility for: Great responsibility for the care, condition, and use of materials and for making decisions affecting the activities of other people and liability of the City; putting hostile and upset people at ease; supervision of Building & Safety staff.

Communication Skills: Ability to professionally furnish and obtain information from other departments; requires well developed sense of strategy and timing; constant contact with the public presenting data that may influence important decisions; frequent contacts involving the carrying out of programs and schedules; regular and frequent contact with persons of high rank requiring tact and judgment.

Tool, Machine, Equipment Operation: Requires regular use of an adding machine and telephone system; frequent use of a smart level, computer, printer, and fax machine.

Analytical Ability: Organize, delegate, and establish meaningful goals; supervise subordinates; prepare and make public presentations; interpret building codes uniformly and consistently; work effectively with developers and builders; communicate effectively verbally and in writing; prioritize tasks; work well under pressure; establish effective working relationships with employees and the public; relate well with a variety of persons under varying circumstances.

VI. Working Conditions:

Physical Demands: While performing duties of job, employee typically handles office equipment, objects, or controls; may periodically bend, stoop or crouch. Employee will sit or stand for long periods of time and may occasionally move up to 20 pounds. Employee frequently communicates with others.

Work Environment: Employee will work in a generally comfortable office setting. The noise level in the work environment is usually minimal. Great mental effort is required daily; moderate mental pressure and fatigue exist during a normal workday due to constant exposure to deadlines and interpersonal contacts and impacts of decisions and code interpretations and attention to detail in reading plans; frequent overtime; exposure to construction site hazards.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

DEPT/DIVISION APPROVED BY:_____

DATE:_____

PERSONNEL DEPT. APPROVED BY:_____

DATE:_____